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DDA Priority  
35-0049

45-1

2 Jan 85

Memorandum for: Deputy Director for Administration

Subject: OL Objectives thru FY-86

From: Director of Logistics

Harry,

Attached is my priority listing of our key objectives for our discussion on Friday. Also attached are the submittals of our division and staff chiefs which, as you might suspect, are not always the same as mine.



Dan

P.S. The first attachment was done on my PC and should be a good test of your eyesight.

*Done*

STAT

OL Objectives thru FY-86

Essential

- Implement Logistics Integrated Management System
- Establish testbeds for Logistics Overseas Computer System
- Solve vendor delivery problem
- With OC, implement program for repair and return of all PTPE
- Recruit personnel up to OL ceiling
- Complete [ ] occupancy
- Complete [ ] (1st fl) occupancy
- Initiate study of procurement system
- Complete Automated Publishing Network

Desirable

- Complete "Quality of Life" items
- Complete takeover of M&D
- Continue "professionalization" training in OL
- Establish "configuration management" in Hqs
- Construct annex to P&PD Building
- Construct annex to CD
- Complete digital prepress system
- Convert DAR's to FAR's
- Construct [ ] warehouse
- Implement bar coding at CD

Nice to Have

- Standardize on furniture for new Hqs Bldg
- Establish [ ] proprietary
- Review and revise as req'd Type II Accounting System
- Establish Logistics Service Center in Hqs
- Construct consolidated [ ]
- Renovate/construct Intelligence Community Conference Center

**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

Prioritized List of OL Objectives for the Remainder of FY 85 and 86

**FROM:**

Chief  
Information and Management Support Staff  
OL

**EXTENSION****NO.****DATE**

1 January 1985

**TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Director of Logistics

2.

3.

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15.

**PRIORITY**

Form No. 160 Use Previous Editions

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2 JAN 1987

MEMORANDUM FOR: Director of Logistics

25X1 FROM:

[Redacted]

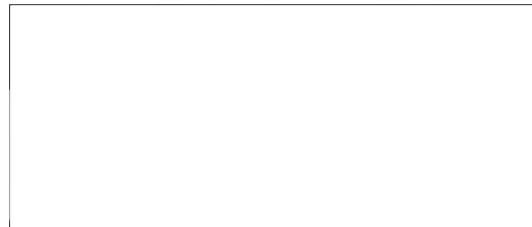
Chief, Information & Management Support Staff, OL

SUBJECT:

Prioritized List of OL Objectives for the  
Remainder of FY 85 and 86

Per your tasking in the 28 December Staff Meeting, attached is subject list for your use in discussions with the DDA. Please note that the items are prioritized by staff/division.

25X1 Attachment



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from attachment.

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PRIORITIZED LIST OF OL OBJECTIVES--REMAINDER OF FY 85 and 86  
(BY STAFF/DIVISION)

NEW BUILDING PROJECT OFFICE

Essential

- ° New Building construction.
- ° Develop a Transportation Plan for the Operation of the Consolidated Headquarters.

Desirable

- ° Establish a standard selection of modular office furniture to replace gray metal furniture and to meet word/data processing needs.
- ° Develop a Professionalism Program within OL for blue-collar workers.

INFORMATION AND MANAGEMENT SUPPORT STAFF

Essential

- ° Develop and implement the Logistics Integrated Management System (LIMS).

Desirable

- ° Establish overseas personal computer capabilities.

PERSONNEL AND TRAINING STAFF

Essential

- ° Initiate a Recruitment Program to ensure that OL is at ceiling in all critical areas on 30 September 1985.
- ° Upgrade Wang and Delta Data training and utilization.

Desirable

- ° Reorganize P&TS based on plan presented to DD/L on 28 September 1984.
- ° Develop a Student Intern Program as a recruitment tool.

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Nice to Do

- Upgrade personnel soft files.

PROCUREMENT MANAGEMENT STAFF

Essential

- Convert general provisions used in Agency contracts from DAR to FAR.
- Study the Agency procurement system by outside contractor.
- Implement the Competition in Contracting Act of 1984.

SECURITY STAFF

Essential

- Update the standard security procedures for Contractors Security Manual.
- Eliminate the manual security card system.

Desirable

- Resolve contract  (joint with PD).
- Upgrade Wang training and utilization.

HEADQUARTERS OPERATIONS, MAINTENANCE, AND ENGINEERING DIVISION

Essential

- Establish a Configuration Management Staff.
- Continue with the DDA's Quality of Life Program.
- Continue with and complete the taking over of the maintenance and operation of the Headquarters complex.
- Improve the classified waste disposal system.
- Institute a program to have personnel in Agency buildings take more pride in their working areas.
- Upgrade Wang training and utilization.

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Desirable

- ° Install an automated courier receipt system.
- ° Establish a co-op program in the Executive Dining Room.
- ° Develop a master transportation plan to accommodate the Headquarters consolidation (joint with NBPO).
- ° Renovate and refurbish the courier lounge in the Mail and Courier Section.

Nice to Do

- ° Identify a training campaign that enhances the service-oriented image of OL.
- ° Establish a central OL support center.
- ° Upgrade exhibit corridor (1D HQ) with safer, sturdier equipment.
- ° Implement corrective action to customer surveys.

PRINTING AND PHOTOGRAPHY DIVISION

Essential

- ° Complete implementation of digital prepress system.
- ° Establish and implement an Automated Publishing Network.
- ° Provide electronic interfacing for computer graphics enhancement between VM and P&PD graphic design recorders.

Desirable

- ° Explore available and emerging methods for improved document control.
- ° Evaluation of feasibility of expanding P&PD video support to the Intelligence Community by making Foreign Standards Conversion Service available.
- ° Evaluate feasibility of automated wastepaper disposal system.
- ° P&PD Building expansion.

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Nice to Do

- Baseline survey of P&PD requirements and capabilities.
- Continuation of Quality Circles Program.
- Explore Optical Digital Data Disk (OD3) requirements and capabilities.
- Develop and implement automated maintenance system for P&PD.
- Complete P&PD bindery automation study.
- P&PD video disk services.

PROCUREMENT DIVISION

Essential

- Improve vendor delivery.
- Reduce contract settlement backlog.
- Standardize specifically identified items in the Agency.

Desirable

- Resolve contract  (joint with OL/SS).

REAL ESTATE AND CONSTRUCTION DIVISION

Essential

- Provide professional realty engineering support and project management for the acquisition of an Intelligence Community conference center.
- Complete design and construction of
- Staff the External Buildings Operations Branch (EBOB) to discharge responsibilities for architectural services, engineering design, and maintenance and operation of external buildings.
- Develop 160,000 square feet of temporary space at

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- Plan and contract for the acquisition, design, and direct construction modification to external buildings to be retained.
- 25X1 ◦ Continue with design and major construction for general upgrading and expansion [ ]
- Ascertain (in conjunction with NBPO and HOME Division) those leased buildings to be retained/relinquished--and proposed occupants thereof--once new Headquarters Building is complete.
- 25X1 ◦ Obtain A&E contractors to supplement Agency engineering resources in order to facilitate design and construction of CRAFT, [ ] and other DDO facilities requirements in the field. [ ]

Desirable

- 25X1 ◦ Establish an [ ] proprietary. [ ]
- Continue to staff DDO Requirements/Implementation Facilities Group.
- Automate and modernize RECD with Wang equipment and systems furniture.
- Upgrade Wang training and use.

## SUPPLY DIVISION

Essential

- Consolidate Agency repair and return--in concert with ongoing Plain Text Processing Equipment Program.
- 25X1 ◦ Enhance automation of [ ] to include LIMS interface. [ ]
- 25X1 ◦ Implement bar coding [ ]
- Establish a data base in Wang VM to be utilized as a Master Station list in Preservation and Packaging Section [ ] detailing all pertinent shipping, marking, and packing specifications.
- 25X1 ◦ Initiate a multiyear plan to improve and upgrade the physical plant and working and operation conditions of [ ] beginning in FY 85.
- 25X1 ◦ Expand Communication Tech Facility [ ] to double size of environmentally controlled area.

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Desirable

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- Establish a proprietary
- Establish an inhouse Wang program for control of shipping indicators.
- Upgrade Wang training and utilization.

Nice to Do

25X1

- Examine Agency Type II Property Accounting System--joint with Office of Finance and Inspector General.

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